

FEB 12 2002

Reply to Attn of:

QS30 (02-13)

TO: Distribution

FROM: QS30/Dennis S. Davis

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Area Committee Meeting

The Safety, Health, and Environmental (SHE) Area Committee met at 8:00 a.m. on Friday, February 1, 2002, Building 4200, Conference Room P110. The attendance list is on file in the Industrial Safety Department. The agenda for the meeting is attached as Enclosure 1.

OPENING REMARKS (AXEL ROTH/DE01)

Axel opened the meeting with comments concerning STAR Consultants' recent assessment of MSFC readiness in achieving Voluntary Protection Program (VPP) certification. They recommended more focus on employee involvement. Axel informed the Committee that this forum might change in the next month or so.

PART 1 - AREA MANAGER ISSUES

Special Reports

Trip and Fall Lost Time Mishap (R. Reed/HEI)

Randy reported on a lost-time injury that occurred near Building 4561 in the East Test Area. While walking from the building, an employee tripped over a concrete parking curb, spraining his left wrist. As a result of the fall, surgery was required to repair ligaments. After an investigation of the incident, it was determined that inadequate lighting and a concrete parking stop within the walking path contributed to the fall. The parking stop has been removed. The charts presented are attached as Enclosure 2.

Axel recommended that the format of the charts, as shown in Enclosure 2, be used to report mishaps for future meetings. It was determined that a template would be made and posted on the SHE Web Page for easy accessibility.

Bobby Hubbard/TD71 added his concerns regarding this mishap. He reported that 64 MSFC facilities have been identified with similar curb problems.

ACTION A-0130: Review all facilities at MSFC for similar parking stop with curb tripping hazards. (Dennis Davis/QS30; Due: April 1, 2002)

Industrial Safety Report (D. Davis/QS30)

Dennis discussed the Safety Metrics Charts. There have been five lost time injuries reported during this fiscal year (2002). He demonstrated changes to the Supervisors Safety Web Page (SSWP) that allow directors to view civil service only and/or contractors only metrics for safety meetings and visits. The charts presented are attached as Enclosure 3.

Running/Walking on Roadways at MSFC (D. Davis/QS30)

Dennis reported that a group of joggers encountered a close call with a motor vehicle on MSFC roadways. The driver did not see the joggers who were running on the roadway before sunrise without reflective clothing. It was stressed that MSFC joggers must comply with Army regulations. Additional information concerning requirements for joggers is available on the SHE Web Page, via Inside Marshall. Axel suggested that jogging rules be discussed in staff/safety meetings.

Locking Down SSWP Metrics (D. Davis/QS30)

Dennis recommended that an end date be approved for supervisors to enter their safety meeting data in the SSWP. The Committee agreed to lock the metrics at the end of the month after this change has been communicated effectively to supervisors.

ACTION A-0131: Communicate to supervisors Centerwide that safety meeting/visit metrics will be locked at the end of the month. (Dennis Davis; Due: 2/28/02)

New "Flash Report" Tool (D. Davis/QS30)

Dennis demonstrated the new Flash Report Tool located on the SHE Web Page. This tool will allow supervisors to submit mishap flash reports online. The telephone based flash report (544-HELP) will still remain active.

Area Committee Member Reports

Several members noted that their organizations are still working to close safety inspection findings.

Darlene Garner reported that the fifth floor of Building 4202 was evacuated due to malathion spray. Testing revealed that particles were within acceptable limits, and employees were not in danger.

Edwin Jones noted that a crosswalk is needed across the roadway between Buildings 4487 and 4610. It was noted that state regulations prohibit crosswalks where the speed limit is greater than 25mph. It was noted that there are other areas on Center with the same concerns. Axel suggested looking at installing a crossing light.

ACTION A-0132: Review crosswalk issue and report recommendations to Committee. (Edwin Jones/AD20; Due: 3/27/02)

The ED representative also noted that there have been several close calls at the intersection of Dodd and Fowler Roads. The Army has agreed that a flashing light is justified, but nothing has been done.

ACTION A-0133: Work with the Army to resolve Dodd and Fowler Roads traffic light issue. (Edwin Jones/AD20; Due: 3/27/02)

The ED representative raised a question about Building Managers having keys to equipment rooms. There was some discussion concerning the pros and cons. Axel Roth requested Facilities to look into the issue.

ACTION A-0134: Work with Building Managers to establish policy for their access to equipment rooms. (Edwin Jones/AD20; Due: 4/30/02)

Open Actions (Dennis Davis/QS30)

Dennis discussed the open actions. The chart presented is attached as Enclosure 4.

PART 2 - PLAN CENTRAL COMMITTEE MEETING

Proposed Special Awards

ED for One Million Hours Worked Without a Lost Time Mishap


Proposed Special Reports

- Trip and Fall Lost Time Mishap (R. Reed/HEI)
- Health Training at MSFC (Joyce Eagan/AD02)
- Water and Energy Conservation (Cedreck Davis/AD22)
- VPP Status (Keith Cornett/TD20)

Proposed Industrial Safety Report (D. Spacek/QS30)

Open Actions (D. Spacek/QS30)

The next meeting of the Safety, Health, and Environmental Area Committee is scheduled for February 27, 2002.

A handwritten signature in black ink, appearing to read "Dennis S. Davis".

Dennis S. Davis
Industrial Safety Department

4 Enclosures

Distribution:
SHE Web Page

SH&E "AREA" COMMITTEE AGENDA
Building 4200, Conference Room P110
8:00 am, February 1, 2002

Opening Remarks (A. Roth/DE01)

5 Minutes

Part 1 – Area Managers Meeting

Special Reports

- Trip and Fall Lost Time Mishap (R. Reed/HEI)

5 Minutes

Industrial Safety Report (D. Davis/QS30)

15 Minutes

- Running/Walking on Roadways at MSFC
- New "Flash Report" Tool
- Locking Down SSWP Metrics

Area Committee Member Reports (As Needed)

30 Minutes

Alex McCool/MP01

Tereasa Washington/CD01

Edwin Jones/AD20

Ann Whitaker/SD01

Roy Malone/AD40

Denny Kross/TD01

Jan Davis/FD01

Sheila Cloud/AD01

Richard Helmick/AD30

Bradley Waits/AD50

Allen Elliott/AD10

Bill Kilpatrick/ED01

Phil Robbins/CSC

Amanda Goodson/QS01

Donnie George/USA

Open Actions (D. Davis/QS30)

5 Minutes

Part 2 – Plan SHE Central Committee Meeting

10 Minutes

Proposed Special Awards (Open Floor)

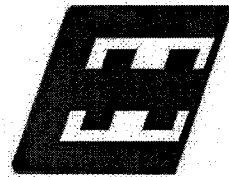
ED for 1 Million Hours Worked Without a Lost Time Mishap

Proposed Special Reports (Open Floor)

- Trip and Fall Lost Time Mishap (R. Reed/HEI)
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Proposed Industrial Safety Report (D. Spacek/QS30)

Open Actions (D. Spacek/QS30)



**Hernandez
Engineering Inc.**

S&MA
Mission Services Contract
NAS8-00179

Hernandez Engineering Inc.

Lost Time Injury

Agenda

- ☐ **Lost Time Injury**
- ☐ **Investigation**

Lost Time Injury

- ☐ **When**: 6 P.M. on December 3, 2001
- ☐ **Where**: Near Building 4561 in East Test Area
- ☐ **How**: Employee tripped over a concrete parking curb while walking from building 4561 to trailer 4561A
- ☐ **What**: Employee sprained left wrist; referred to a specialist four weeks later after employee complained to family doctor of continued soreness.
- ☐ **Status**: On January 17, 2002, employee had surgery to repair three carpal ligaments in the left wrist. The surgeon directed three days off of work while taking pain medication, thus changing the status to a three-day lost time injury. Employee has returned to duty.

Investigation

☐ **Activity**: Employee was performing authorized, normal duties

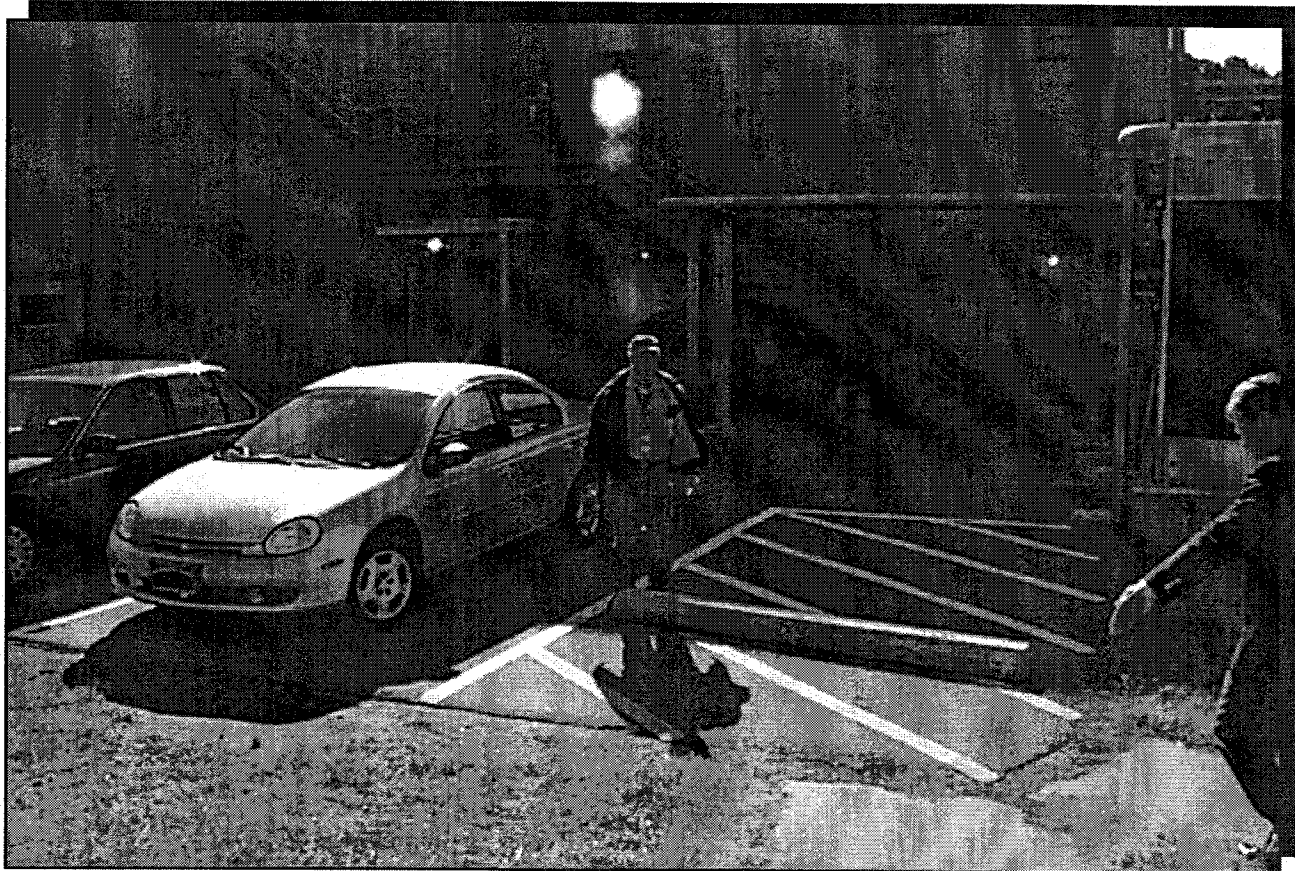
☐ **Cause**: Inadequate lighting and parking curb in walking path

☐ **Actions Taken**:

- Lighting repaired and concrete curb removed
- Mishap was reviewed at numerous HEI manager & supervisor safety meetings

NOTE: First HEI lost time injury in 7 years

Investigation



MSFC Safety Data for Jan. '02

(Current as of February 1, 2002)

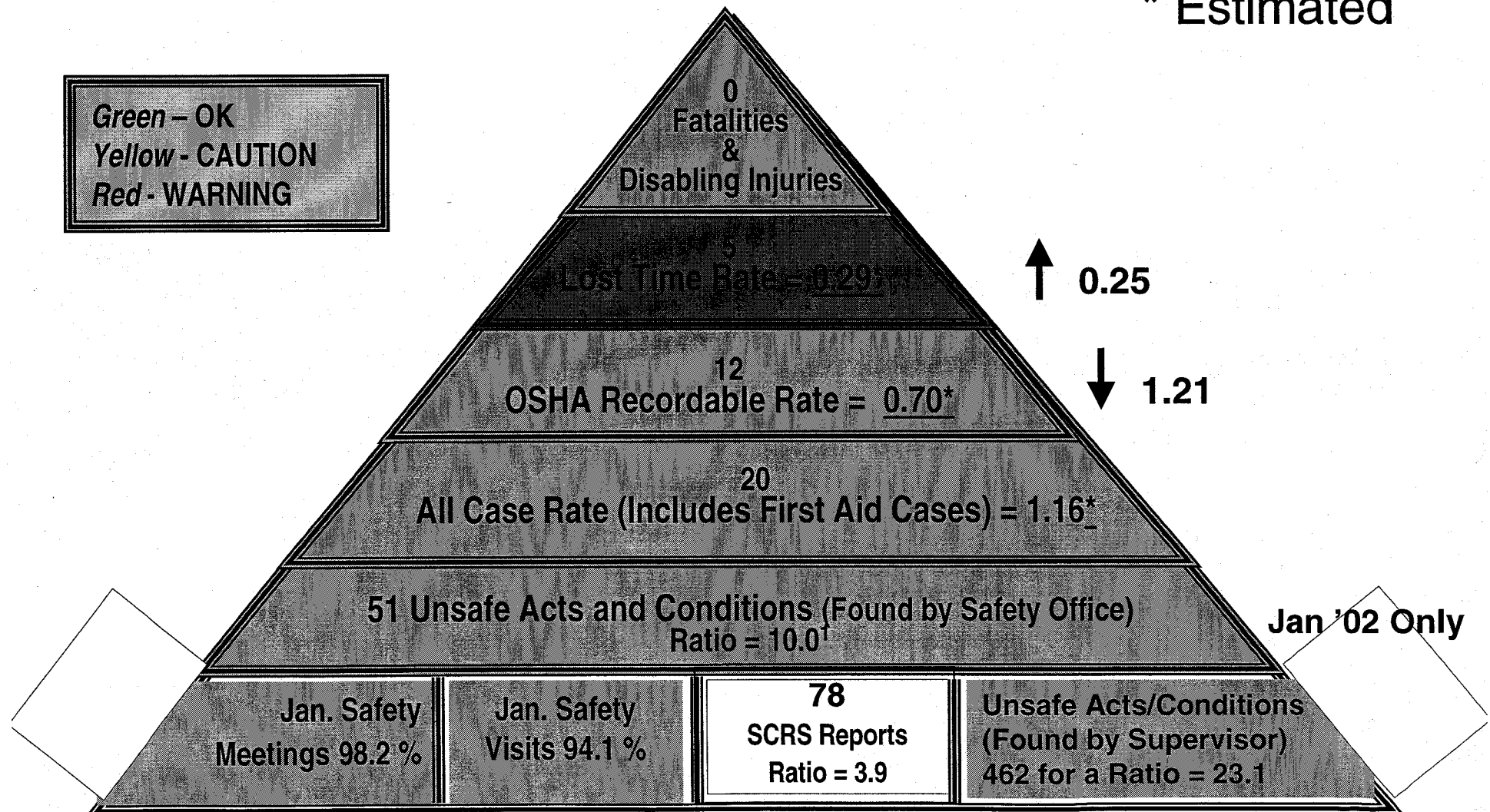
- **Mishap Statistics**
 - **Trailing Indicators**
 - **Leading Indicators**
 - **Lost-times Since Last Meeting**
-

MSFC Team Metric - Personnel Safety

Data for FY02

* Estimated

Green - OK
Yellow - CAUTION
Red - WARNING



¹ Based on Monthly Rate. The 51 findings were identified in 1 month period.

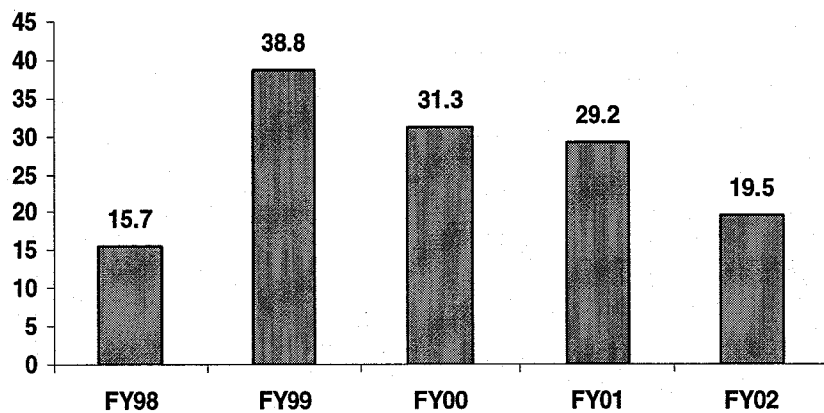
MSFC Team Metric Key

Metric	Green	Yellow	Red
Type A & B Cases	0	N/A	> 0
Lost-Time Cases	0 to .10	.101 to .20	> .20
OSHA Recordable Cases	< 1.0	1.01 to 1.50	> 1.50
All Cases (Includes First Aids)	< 2.0	2.01 to 3.00	> 3.00
Safety Office Finding Ratio*	>4	3-4	<3
% Of Required Safety Meetings	> 90%	80 to 90%	<80%
% Of Required Safety Visits	> 90%	80 to 90%	<80%
SCRS Ratio*	>3.0	1.5-3.0	<1.5
Supervisor Findings Ratio*	>10	5-10	<5

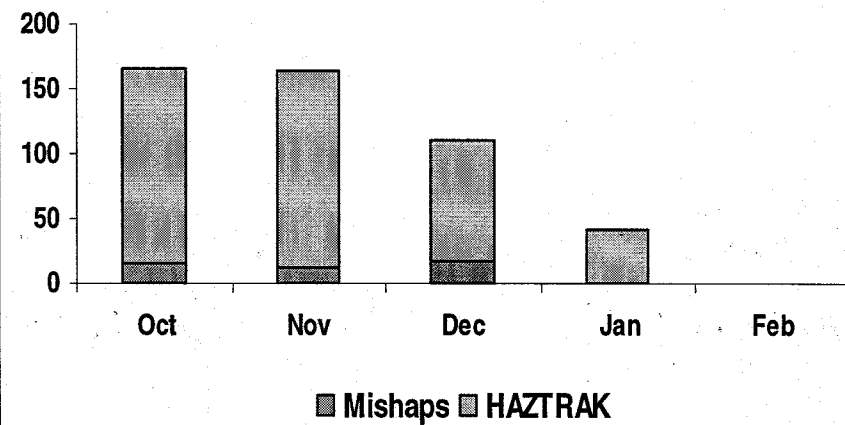
* Ratio of number of findings or concerns to the number of all cases.

Team Metrics - Leading Indicators (1-31-02)

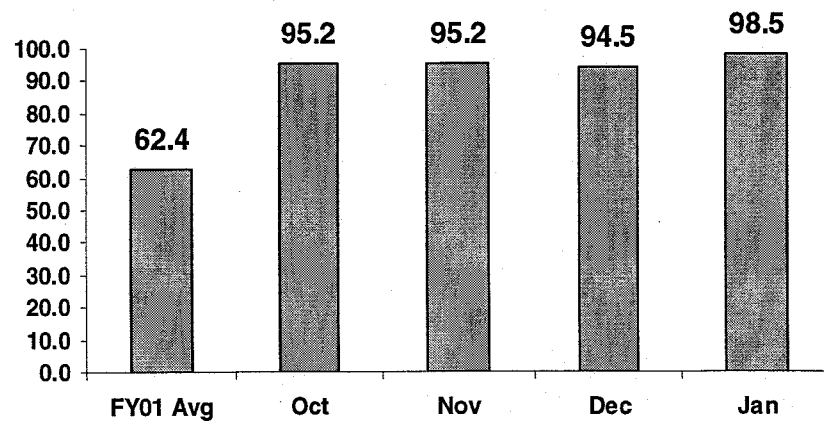
SCRS/Month



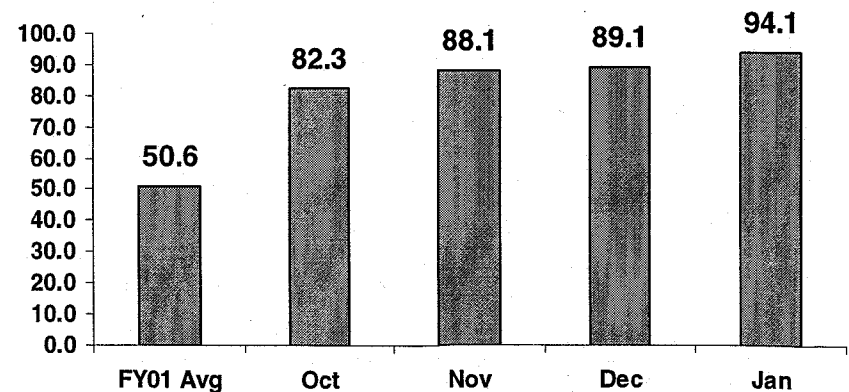
Late Corrective Actions



Supervisor Safety Meetings
% Completed



Supervisor Safety Visits (% Completed)



December Safety Meetings and Visits (1-31-02)

HONOR ROLL (100% both Meetings & Visits)

- DA01
- CD01
- LS01
- MP01
- OS01
- PS01
- RS01
- VS01

HONORABLE MENTION (>90% both Meetings & Visits)

Remaining Directorates and Offices

(1-31-02)

AREA	2002	Open Findings		Abatement Plans	
		In Work	Late	In Work	Expired
AD01	0	0	2	1	0
AD10	0	0	0	0	0
AD20	8	6	0	1	0
AD30	5	4	0	0	0
AD40	30	25	0	8	1
AD50	0	0	0	0	0
CD	0	0	0	0	0
ED	8	0	15	5	2
FD	0	0	10	0	0
MP	0	0	0	0	0
SD	0	0	5	10	0
TD	0	0	0	0	0
RS	0	2	9	0	0
NSSTC	0	0	1	0	0
Total	51	37	42	25	3

CY2001 = 1397

NOTE: > 15 Late goes Red

Terminology

Findings

In Work - Findings that are ≤ 45 days old and have not been Closed.

Late – Findings > 45 days old and no Abatement Plan or closure message associated with them

Abatement Plans

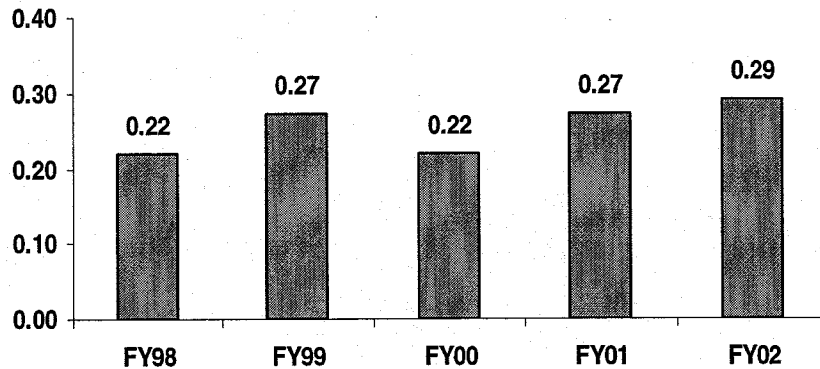
In Work – Abatement Plan is in place and ECD in the future

Expired – Abatement Plan ECD has passed

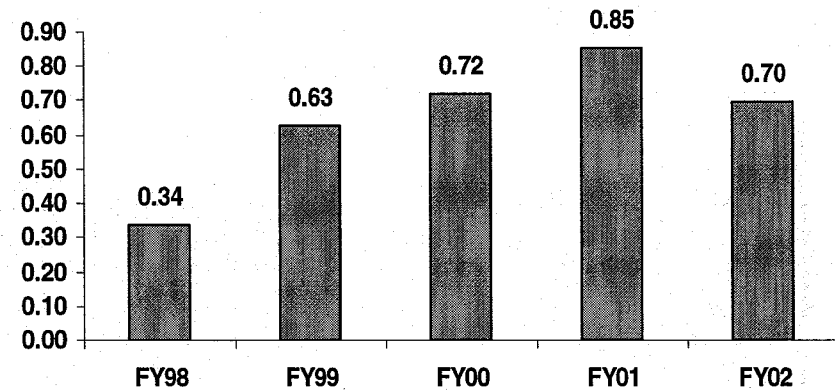
Team Metrics - Trailing Indicators (1-31-02)

Lower is Better!

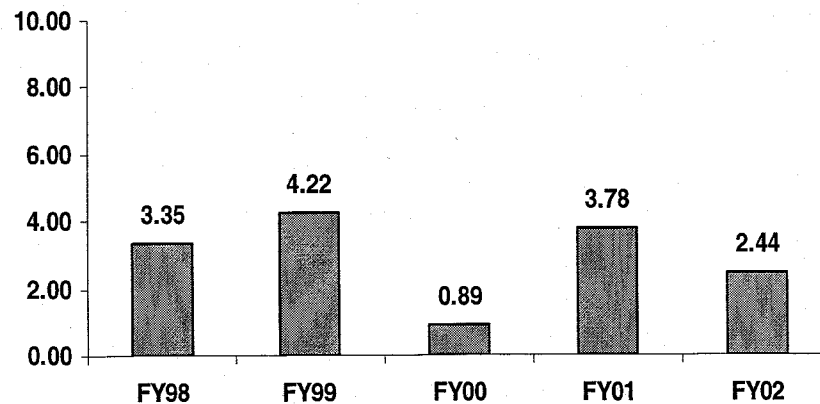
Lost-Time Rates



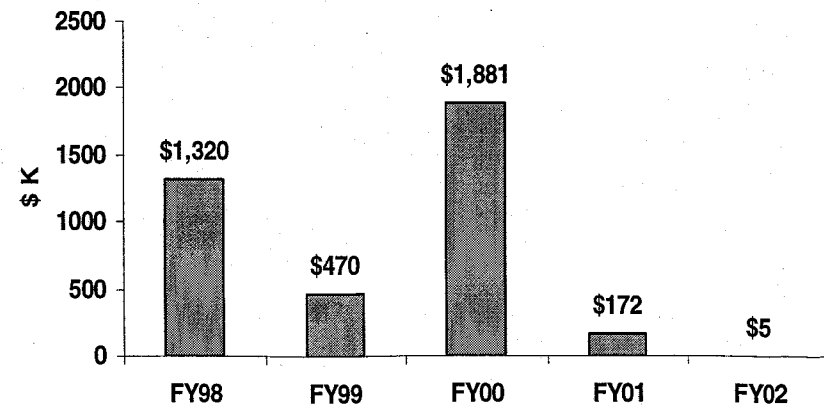
Recordable Rate



Severity Rate



Equipment & Property Damage



FY02 Lost-Time Mishaps

(2-01-02)

-
- 10/3/01** Employee was riding a John Deer Gator and injured back. Lost 2 days
- 11/04/01** Employee bent over to pick up a 3-foot piece of cable and felt pain in back. Lost 5 days, 10 restricted days
- 11/20/01** Employee caught shoe in crack between floor tiles, slipped and fell, landing on right leg. Lost 1 day
- 12/6/01** Employee lost footing and fell down last two steps, fractured right ankle – Lost 57 days and counting

New Lost-time Cases Since the Last SHE Meeting

- 12/3/01** Employee tripped over concrete parking curb, injuring left wrist. Became lost time on 1/17/02 because surgery was required – Lost 3 days

■ Slips/Trips/Falls (1) ■ Back Injury (2) ■ Other (0)

Fire Drill Summary Report 2001

- Total Number of Buildings Drilled - 62
 - Simulated Blocked-Exits in Some Cases
 - A Few Minor Facility Problems Identified in Some Buildings – Work Orders Submitted
- Requiring Re-drill - 6
 - Slow or failed to exit, didn't go to assembly areas, etc.
 - All acceptable on Second-Try
- Outstanding - 3
 - Exited immediately
 - Assembled in designated area
 - Accounted for all occupants
 - Obvious pre-planning
- Very Good - 9

Fire Drill Summary Report 2001 (cont)

Outstanding

Building	Area
4605	ED
4623	ED
4628	ED

Very Good

4201, 4202, 4207, 4249, 4251, 4485, 4712,
4727, 4732

Mishaps - Corrective Action Closure (2/01/02)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
AD01	3	1	2	1	40
CD01					
ED01	4	0	7	0	0
FD01	*1	0	0	0	0
LS01					
MP01					
OS01					
PS01					
QS01	*1	0	0	0	0
RS01					
SD01	2	0	11	**3	0
TD01					
VS01					
UP01					
Totals:	11	1	20	4	0

* Awaiting total lost days

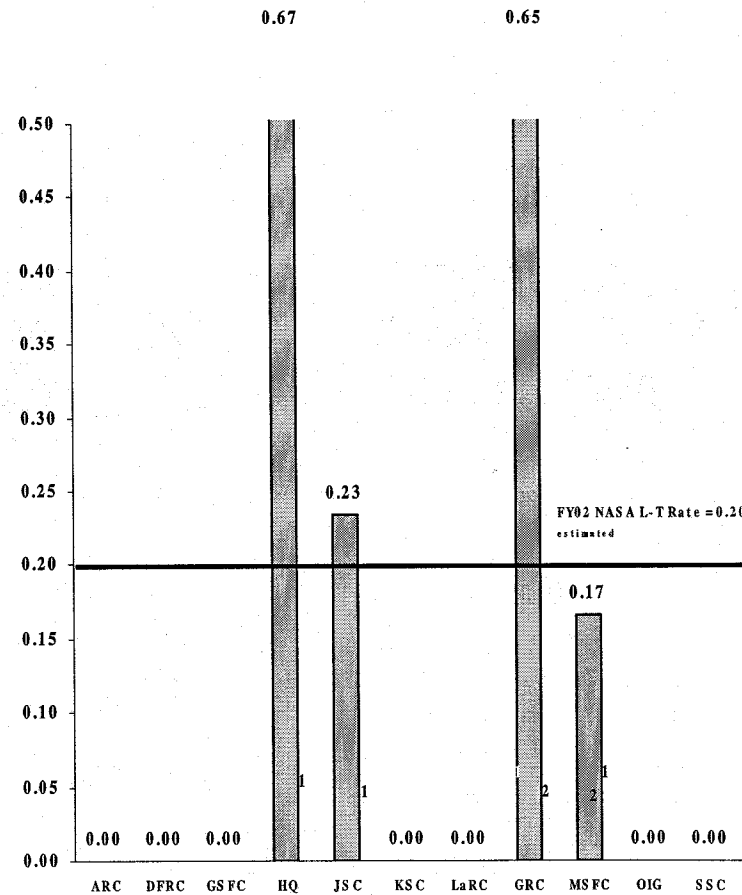
** Received Corrective Action Plan

BACKUP DATA

FY2002 NASA Reportable Lost-Time Mishaps

(1-08-02)

NOTE: Data is not current
for all NASA Centers



Off-Site Mishaps - Corrective Action Closure

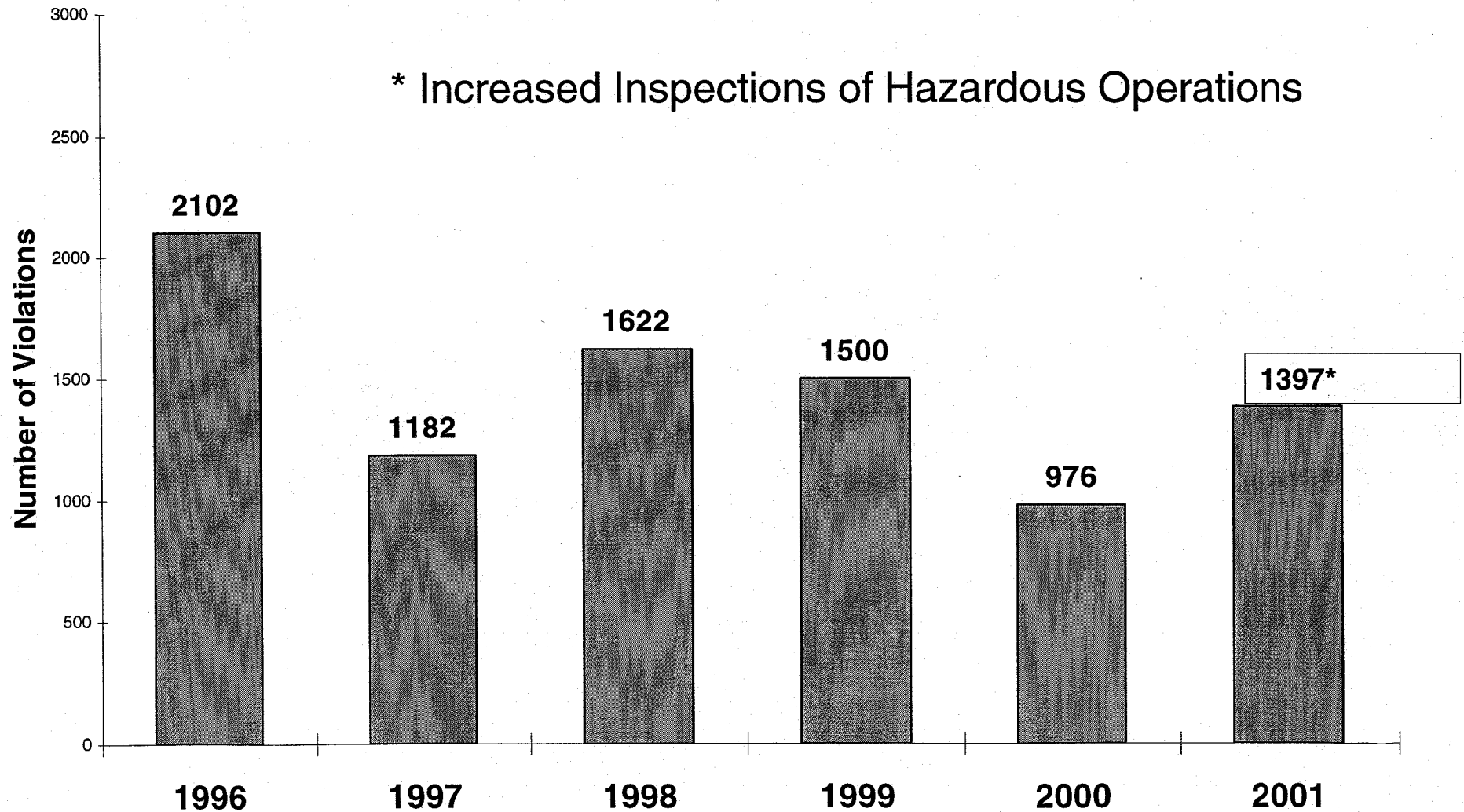
(2/01/02)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	*1	0	0	0	0
Pratt-Whitney	1	1	+	+	0
Rocketdyne-Canoga	12	2	+	+	?
Thiokol	2	0	13	0	9
USA/KSC	*1	0	0	0	0
Totals:	17	3	13+	+	9

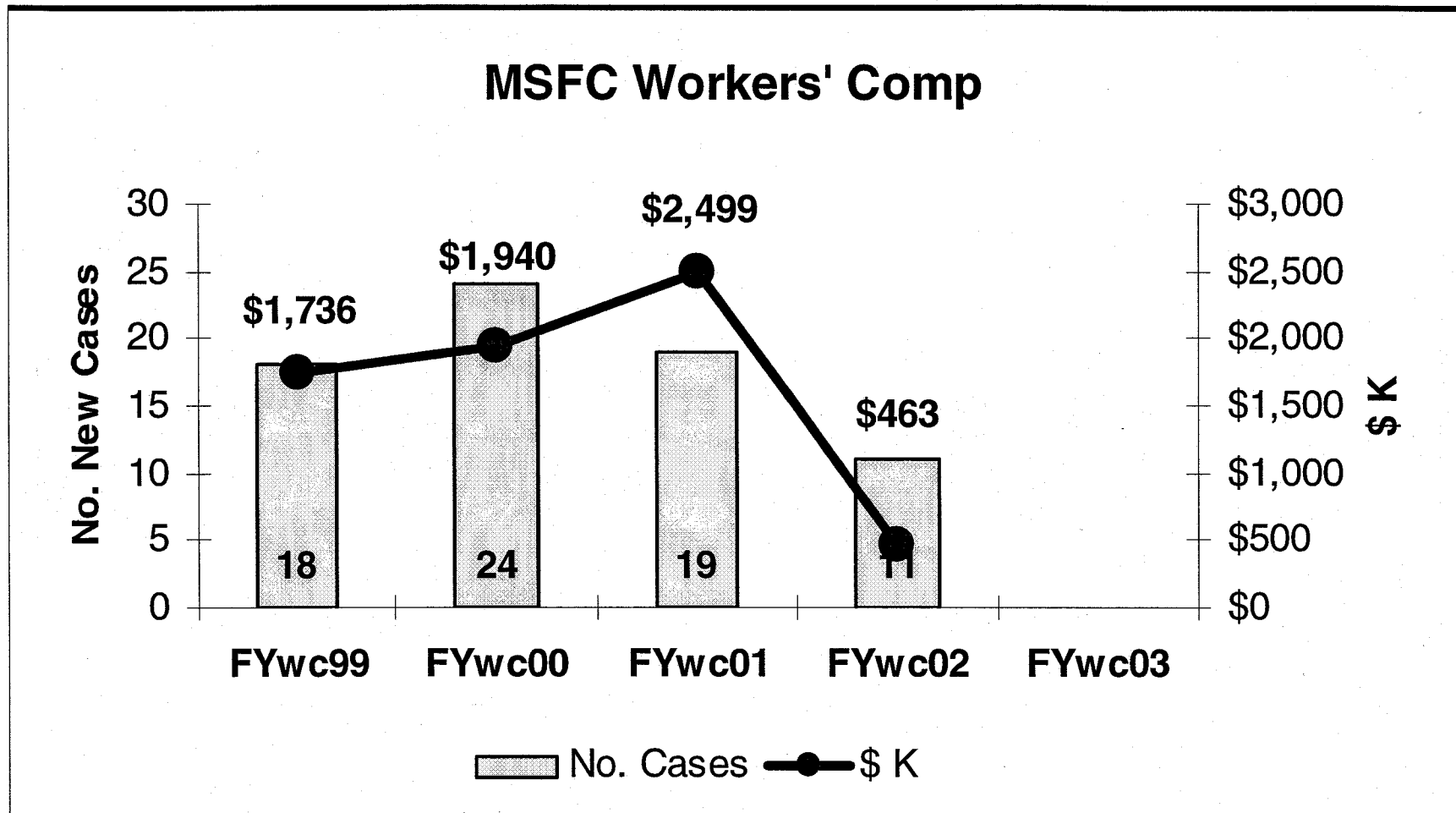
+ Indicates Mishap Case requires Corrective Action(s)

* Awaiting Number of Lost Days (Continuing)

Safety Inspection Trends (1-08-02)



Workers Compensation Trends (1-09-02)



**Workers Comp Data is for MSFC Civil Service only.
(Contractors keep their own data.)**

**SH&E "AREA" COMMITTEE
OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING**

~~January 30, 2002~~

February 1, 2002

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
A-0058	Two incidents involving visitors to MSFC were reported. Safety training for MSFC visitors is needed.	Jim Ellis QS01	Dennis Davis QS30	Safety video for showing to all MSFC visitors.	02-09-00	03/01/02	Filming complete. Review process completed. Minor changes needed.
A-0127	Rick Helmick requested that a sidewalk be considered between 4207, 4306 & 4727.	Rick Helmick/AD30	Edwin Jones/AD20	Investigate the feasibility of installing a sidewalk between Buildings 4207, 4306, and 4727.	11/28/01	02/15/02	
A-0129	Jim Carter raised a concern that closure of some SCRS is out of our control, such as concerns in Army controlled or off-site areas.	David Spacek/QS20	Dennis Davis/QS30	Establish team to review the SCRS process and recommend improvements.	1/09/02	3/01/02	Electronic Meeting System scheduled for 2/8/02 with cross-cutting team.